

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



CLASSIFICATION: **Staff Services Analyst (\$2817 - \$4446)**
Permanent, Full Time

LOCATION: California Department of Veterans Affairs (CDVA)
Office of Procurement and Contracts – Sacramento Headquarters

WHO SHOULD APPLY:

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. **If you are not a current state employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the CDVA, please visit our website at www.cdva.ca.gov or to view examinations offered by all State departments, please visit the State Personnel Board at www.spb.ca.gov.

INFORMATION FOR STAFF SERVICES ANALYST (SSA) APPLICANTS:

Open SSA List Applicants: You must provide evidence of meeting the educational requirements as stated in the minimum qualifications exam bulletin.

SSA Transfer Applicants: You must provide proof of successfully completing the SSA Transfer exam.

DUTIES AND RESPONSIBILITIES: Under general direction from the Staff Services Manager II and/or the Staff Services Manager I, the Staff Services Analyst serves as the Contract Analyst supporting the various programs within the agency and the Veterans Homes. The Staff Services Analyst will also:

- Prepare, review and process all types of contracts (which include public works) and bid solicitation documents (e.g. Invitation for Bid, Request for Offer, Request for Qualifications, Request for Proposals, memorandums of understanding, Agreements and Agreement Amendments, bidder evaluation forms) consistent with the goals and objectives of the requesting Program. Ensure compliance with State contracting laws, regulations, rules and policies by review of documents, attending pertinent procurement meetings, research and analysis of contract issues/questions. Assist Agreement requestors (e.g. Contract Managers) with the completion of contract documents such as contract requests, scope of work, and Non-Competitive Bid Contract Justification. Interact with internal and external control entities.
- Provide training to and lead for staff processing Agency-wide contract documents. Receive, review, log and track, and obtain all signatures in the internal and external approval process. Develop internal forms relevant to processing contract documents.
- Prepare the Agency's annual Purchasing Authority Renewal package and ensure approval process. Update and maintain the Agency's Contract Manual. Update and distribute the CDVA Signature Authorization memo annually. Assist with the preparation of the Department Contracting Reports (e.g. Small Business and DVBE Participation Reports, Consulting Services Report, Expiring Contract Notification). Ad hoc reports and power point presentations as required.
- Maintain and develop material for the Office of Procurement & Contracting intranet page. Update and revise the various Administrative Manual Sections that relate to Contracts.

HOW TO APPLY: Candidates should submit a State Application (STD. 678) and résumé to:
Department of Veterans Affairs-Human Resources Division Inquiries
1227 O Street, Room 404, Sacramento, CA 95814 Voice: (916) 653-2535
Attn: Juanita Rios, M80 #158 08-09 TDD: (916) 653-1966

FINAL FILE DATE: **January 16, 2009**

NOTE: In line #12 of the State Application, you must reference M80 #158 08-09, clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. Psmo: 830-470-5157-801 RELEASED: 1.05.09